**Cover page & Checklist for final submission  
*(Please tick off the list to ensure that you have included it in the Final Submission)***

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| **(✔)** | **LIST OF ITEMS FOR FINAL SUBMISSION** |
| **☐** | 1. **Final Report Details and Writeup (Annex A & B)** |
| **☐** | 1. **Photos and/or videos of Report (quality, not quantity)**   **\*DO NOT submit photos in PDF or in doc/ppt format.**  **\*\*Photos are to be submitted as files (.jpg/.png) and be uploaded in your OneDrive folder.** |
| **☐** | **FOR CLAIMS**   1. **‘Claim Form’ Signed and Stamped with school stamp** 2. **Completed ‘Claim Form Table’** 3. **All forms, photocopy or photos of original receipts uploaded in designated OneDrive folder**   **\*\* incomplete documents will not be eligible for claims.** |
| **☐** | 1. **Hi-resolution school logo (.ai/.png/.jpg files) uploaded in OneDrive folder** |
| **☐** | 1. **Additional Submission(s) - If applicable** |

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| **Annex A** |

**1. AGREEMENT**

|  |  |  |
| --- | --- | --- |
| **AGREEMENT BY TEACHER-IN-CHARGE ON BEHALF OF PROJECT GROUP** | | |
| **School Name:** |  | |
| We agree to the collection and usage of the materials and data within this report and other relevant forms of submission that are submitted under the FOS programme, by the Singapore Kindness Movement (SKM). If deemed relevant, submitted materials and data will be used solely for our FOS programme and the school’s Kindness Awards Ceremony which might consist of publications via SKM’s social channels, programme’s microsite, programme’s exhibition, programme’s highlight footage and coverage.     By agreeing, SKM reserves the right to use your submitted content (if deemed relevant) without requesting for additional consent from the school. In the case of a media coverage, SKM will inform the teacher-in-charge accordingly. | | |
| **Name of Teacher-In-Charge** | |  |

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| **Annex B** |

**2. TEAM DETAILS**

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| **Project Title:** | |
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| **Teacher(s) In-Charge: (To include salutation e.g. Ms Tan Ah Bee)** \**Please ensure that all names are spelled correctly.*  *\*\*Replacement of the certificate/ trophy may result in delay of the collection. Any additional costs arising from the replacement of certificate will be borne by the school.* | |
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| **Student Name(s): (Full Name as to be printed on certificate; e.g. Jayden Lee Jun Jie)**  \**Please ensure that all names are spelled correctly.*  *\*\*Replacement of the certificate/ trophy may result in delay of the collection. Any additional costs arising from the replacement of certificate will be borne by the school.* | |
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**\* Additional rows may be added if necessary.**

**3. PROJECT SYNOPSIS**

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| **Project Synopsis (not more than 200 words):**  **\* This should be a clear write up/overview of your entire project. The project synopsis should also be informative to readers.**  **Here are some pointers to guide you in writing your project synopsis (you need not include all pointers):**  **- Objective(s) of the project**  **- Purpose of the project**  **- Aims for the project**  **- Details of the project**  **- What was done/how are the activities being carried out for the project**  **- Achievements (number of audiences reached)**  **\*\* Do note that SKM will adapt your project synopsis to be included in the Kindness Awards Ceremony Projects Highlight Booklet.** |
|  |

**4. REPORT SELF-EVALUATION/REFLECTION**

|  |  |
| --- | --- |
| **Evaluate to be based on the report's effectiveness to build awareness, be informative, be creative through engagement with targeted audience and effectiveness of converting the audience into advocates.**  **\*\*can be in point forms** | |
| **Level of success - Ratings between 1 - 10** (1 being the least successful, 10 being the most successful) |  |
| **Limitation/Challenges:** |  |
| **Favourite/Most Effective part of the report:** |  |
| **Possible areas of improvement:** |  |
| **Total Approximate Outreach from Initiative(s):**  **(e.g. 1000 students, 50 educators, 30 beneficials, etc.)** |  |